



WIRELESS E-911 SERVICES BOARD

JANUARY 14, 2004

10:00 a.m.

110 S. 7th Street
3rd Floor Conference Room
Richmond, Virginia 23219

Members Present:	Melvin Breeden, Acting Chairman Linda Cage Tracy Hanger Captain John Furlough	Chief Julian Taliaferro John Howell Sheriff Ron D. Oakes Pat Shumate
Members Absent:	N. Jerry Simonoff Chief Henry Stanley Robert W. Woltz, Jr.	David Von Moll Gaylene Kanoyton
Staff Present:	Steve Marzolf, Coordinator Dorothy Spears-Dean, Analyst	Terry Mayo – Administrative Assistant

1. CALL TO ORDER

Melvin Breeden, Acting Chairman, called the meeting of the Board to order at 10:05 a.m. Mr. Breeden welcomed all in attendance. Mr. Breeden informed the Board that he is acting chairman today as Mr. Simonoff had some other commitments and asked him to act as chairman of this meeting.

2. APPROVAL OF SEPTEMBER MINUTES

Sheriff Ron D. Oakes made a motion, seconded by Mr. Howell that the Board minutes of November 12, 2003 are approved as presented; passed 8-0-0.

3. FINANCIAL REPORT

Mr. Marzolf presented the November 2003 Financial Report to the Board. There is a big change in the fund balance. After the first of the fiscal year, and actually last month, the finance office made the two budget transfers: 1) \$3.7 million to the state police, and 2) the budget reduction of \$9.8 million that went to the General Fund. The Board has fulfilled its' obligations for FY2004 as far as budget reductions, etc. Mr. Marzolf also informed the Board that there is a projection that there will not be a large budget surplus at the end of the year. (See attached Report).

4. CMRS MONTHLY STATUS SUMMARY

Mr. Marzolf gave the Board an overview of the monthly reports filed by each CMRS Provider since the last meeting of the Board as per attached. Mr. Marzolf presented the Board an updated map (attached) showing over half the localities in Virginia are 100% complete with Phase I. The

Tidewater area and the Northern Virginia area only have one carrier to go, so those localities are almost complete with Phase II. Mr. Marzolf informed the Board that a lot of progress has been made in many of the jurisdictions. (See attached report)

5. FY2005 PSAP REQUEST APPROVAL

Mr. Marzolf presented the Board with a summary of all of the localities who have submitted a PSAP Funding Request (attached) and a last minute change from New Kent. New Kent's shared equipment went down \$240.00 because they had included maintenance for a voice logging recorder. They had it as a logging recorder contract, and staff was not sure if it was a lease or maintenance. They advised late yesterday afternoon that it was maintenance, so it was removed. Their total amount decreases by \$240.00 to \$37,484.80, but with the exception of that, the spreadsheet presented to the Board was accurate. The total to be approved is \$15,166,827, of which \$12,311,000 is for personnel costs.

Mr. Marzolf informed the Board that there were a few issues that have surfaced as a result of the FY2005 submissions. Three of the issues have been brought before the Board before and were sent to a special committee for a recommendation. Mr. Marzolf informed the Board that the committee has not met yet. However, this committee will be meeting in the near future in time to have a recommendation for the March 10, 2004 meeting. The three issues are: 1) CAD-based mapping maintenance; 2) EMD funding, and 3) make-busy circuits.

Mr. Marzolf informed the Board that new issues were received from the FY2005 submissions. One such issue is voice-logging recorder maintenance. The Board currently funds voice-logging recorder purchase to the wireless percentage, but does not fund anything towards the maintenance of the recorders. Also, Mr. Marzolf informed the Board that out of approximately 120 submissions, about 50 localities requested funding for it, and we had to remove it from all of them. A request was made by the localities for the Board to reconsider. The other three requests are for 1) instant recall recorder purchase and maintenance; 2) Mapping maintenance at formula #2 (% of wireless calls to total 911 calls only) instead of formula #1 (% of wireless calls to the total number calls answered in the center), and 3) VSP transfer trunks.

Mr. Marzolf recommends that the four new issues be forwarded to the same committee that was asked to look at the other issues, and that they come back to another meeting. Also, Mr. Marzolf is recommending that the Board approves the FY2005 submissions without these changes as modified and reviewed by staff at this time, so that we can meet our requirements within the Code to approve with them by March 1, 2004. Mr. Howell made a motion, seconded by Chief Taliaferro, to approve the FY2005 PSAP funding submissions as presented; passed 8-0-0.

6. PUBLIC EDUCATION REPORT

Mr. Marzolf reminded the Board of the public education proposal that they considered in November 2002 based on the work of a PSAP subcommittee. The proposal included a three-tier response: 1) automatic funding to the PSAPs in the amount of \$3,000 to fund public education; 2) up to \$5,000 per PSAP for regional efforts on public education, and 3) special projects outside the funding guidelines for localities for projects such as a 911 public education video. The Board, at that time, decided to table this recommendation pending a more clear definition of the problem and how whatever the Board approved would impact that problem. The Board also wanted to know if there were measurable results. Mr. Marzolf informed the Board that over the past year staff conducted a study, which included a web-based PSAP survey, and a citizen survey conducted by VCU's Center For Public Policy. Mr. Marzolf turned the discussion over to Dorothy Spears-Dean to give the Board an overview of the study results (see attached).

Mr. Marzolf informed the Board that he was not seeking approval of any specific program at this time; however, he just wanted the Board to be aware of the survey and would like to know if this is the direction the Board would like to pursue. Board members and the public are encouraged to provide feedback or comments.

7. COMPREHENSIVE PLAN

Mr. Marzolf informed the Board that the Code of Virginia requires that the Board have a comprehensive plan. Dorothy Spears-Dean and Steve Marzolf have put together a “straw man” of the Comprehensive Plan (see attached). Mr. Marzolf asked that Board members and the public review the draft and provide comments. The Plan will be posted on the website for the public to review and submit comments/feedback, and make suggestions for additional items to be included in the Plan.

8. OLD BUSINESS

a) Extension Requests (Farmville)

Mr. Marzolf presented an extension request from MAST International for the Town of Farmville as a result of a major fire that made them delay the construction of their PSAP in July, and they are still not back in their facility. Mr. Marzolf recommended that the Board approve this request and vote on this as a block along with the other two requests to follow.

b) FY2003 True-up Reconsiderations (Botetourt, New Kent, and Portsmouth)

Mr. Marzolf presented Botetourt County’s FY2003 True-up in which they overlooked some costs from nTelos in the amount of \$3577.04. New Kent is asking for the Board to reconsider funding for an instant playback recorder, which they asked for in FY2003 in a letter, dated November 11. Portsmouth is asking for personnel cost they missed.

Mr. Marzolf recommends approval of Portsmouth and Botetourt County’s requests, and recommends that New Kent’s request be denied at this time; but looked at again for FY2004 upon committee review.

c) FY2004 Funding Amendments (Bristol, Craig, Mathews, Suffolk, and Vinton)

Mr. Marzolf informed the Board that Bristol and Craig are requesting funding for mapping. Mathews is requesting a Call Accounting System. Suffolk is requesting a CPE replacement for their Call Center. Vinton is requesting a mapping cost increase. Mr. Marzolf is recommending that the Board approve all.

Melvin Breeden asked for the motion for approval of all three old business items. Ms. Cage made a motion, seconded by Mr. Shumate, to approve the staff recommendation on all three old business items; passed 8-0-0.

9. NEW BUSINESS

a) CMRS Subcommittee Report (FY2005 CMRS Requests)

Mr. Marzolf informed the Board that the CMRS Subcommittee recommended approval of the following items:

- FY2003 CMRS True-up Adjustment from U.S. Cellular
- FY2004 Funding Request from AT&T Wireless with the exception of LMU Equipment Costs

- FY2005 Funding Requests from Alltel, AT&T Cingular, nTelos, Sprint PCS, T-Mobile, Triton PCS, U.S. Cellular, Verizon Wireless and Virginia Cellular with the exception of the LMU Equipment Costs.

Chief Taliaferro made a motion, seconded by Mr. Breeden, to approve the recommendations from the CMRS Subcommittee; passed 8-0-0.

b) Legislative Issues

Mr. Marzolf informed the Board that its policy of paying on actual CMRS cost rather than estimates was not allowable under the current legislation. This was discovered during an Attorney General's Office review of another issue. As a result, staff asked Senator Stolle (Virginia Beach) to patron a bill (Senate Bill 171) to modify the legislation to allow this practice. The overall E-911 legislation is now five years old, and needs to be reviewed. Mr. Marzolf asked that if anyone would like to serve on the Committee to review the Legislation to let him know, and he will pass the information on.

c) Other New Business

Ron Wade asked to serve on the Board subcommittee reviewing the PSAP funding guidelines.

Mr. Marzolf introduced the Board to Joanne Maxwell who has been assigned to assist the Board from the Attorney General's Office.

Mr. Marzolf announced that Mel Sheridan was no longer with the Public Safety Communications Division as of January 1, 2004.

10. ADJOURN MEETING OF THE BOARD

Linda Cage made a motion to adjourn the meeting, and Mr. Breeden seconded the motion. Mr. Marzolf informed the Board and Public that the next meeting will be held March 10 instead of February 25. The Board approved adjournment 8-0-0.

Respectfully submitted,

Approved by Board: _____
(date)